

ODP 352-77

4 MAR 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : Clifford D. May, Jr.  
Director of Data Processing

SUBJECT : Presentational Means

REFERENCE : Your memo dtd 22 Feb. 77, same subject  
(DDA 77-0981)

1. ODP is able to produce black and white or color video tapes, color slides (unprocessed), overhead viewgraphs (using Office copiers), and audio cassette tapes. The slides and viewgraphs are used in briefings and training courses.

2. The only media that ODP produces independently and is of a professional quality are the video tapes produced by our Training Staff for self study courses. One Training Assistant operates the video equipment used.

3. The remaining media, unprocessed color slides, overhead viewgraphs and audio cassettes, are produced on Office equipment by professional, technical and clerical employees throughout ODP.

4. For reference, I have attached a more detailed description of the media production and presentation facilities in ODP. If additional information is needed, please let me know.

  
Clifford D. May, Jr.

Att: a/s

Distribution:

Orig + 1 - adse  
1 - ODP Registry  
2 - O/D/ODP  
1 - TS/ODP

*See memo to DDA  
5/16/77 - ODP 919-77*

ODP MEDIA PRODUCTION AND PRESENTATION FACILITIES

PRODUCTION

Resources

Kodak Ektagraphic visual maker (slide camera and copy stand)  
Thermofax, IBM, and Xerox copying machines  
2 color-camera video production facility  
Audio cassette recorders

Persons Involved

1 training assistant operates and performs first-line maintenance on video equipment.  
Various professional, technical and clerical personnel use the remaining equipment.

Description of Product

Kodak Ektagraphic visual maker is used to expose slide film for processing by ESPD/OL to make color slides for briefings.  
Thermofax, IBM and Xerox copiers are used to produce viewgraphs for classroom presentations and briefings.  
Video capability is used to produce color cassettes of classroom presentations and lectures for individual self-study programs. Courses are stored in the OTR Media Center.  
Audio cassettes are used primarily to reproduce lectures for those unable to attend. Cassettes are normally erased within several months.

PRESENTATION

Resources

16mm sound film projector  
Overhead projectors  
35mm slide projectors  
Audio cassette players  
5 reel-to-reel video recorder/players  
3 video cassette players  
4 B&W video monitors

Persons Involved

1 training assistant loans and operates audio/video equipment and performs first-line maintenance on it. (The video playback units and monitors are kept in the OTR Media Center for general Agency use.)

PRESENTATION (Continued)

Overhead and slide projectors can be operated by anyone.

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Approved For Release 2001/05/23 : CIA-RDP83T00573R000600030035-8

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Presentational Means

FROM:

John F. Blake  
Deputy Director for Administration

EXTENSION

NO.

DDA 77-0981

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Data Processing

2/23

*[Signature]*

2.

*A/EO*

*[Signature]*

4.

8 Feb

*Action Done 4 March*

5.

*Copy to [Redacted] Done 2/28*

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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DDA 77-0981

22 February 1977

MEMORANDUM FOR: Director of Training  
Director of Communications  
Director of Data Processing  
Director of Logistics  
Chief, Printing & Photography Division, OL

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Presentational Means

ODP # 310-77

1. There has been considerable interest in improving the manner in which Agency products and publications are presented, particularly in the use of film and TV mechanisms. Mr. Knoche has shown keen interest in addressing this issue toward use of the latest technology available.

2. A preliminary meeting was held which included Mr. Falkiewicz, interested personnel from DDI and OTR, and myself. While the results of this meeting were inconclusive, it became clear that the DDA might well take stock of what assets it has for preparing audio-visual aids and presentations.

3. I would appreciate your submitting a paper no later than Friday, 4 March, on those means which you have available for presenting material. I would like this broken down by resources available, personnel involved, and description of the kinds of products that can be turned out. In other words, I would like to know what you are able to produce and in what media (TV, film, vu-graphs, etc.).

4. Because of the level of interest in this subject matter, I plan to use your papers to stimulate discussion at our Office Directors Conference.

STATINTL

  
John F. Blake

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